

EXECUTIVE COUNCIL

Out-Of-State Travel Waiver Justification

This waiver justification is to be completed for every out-of-state trip requested between March 7 and June 30, 2011.
If more than one employee is traveling, a separate form must be completed for each person.
See the Executive Council Waiver for Out of State Travel Fact Sheet for details.

Please answer all of the questions listed below.

Number of People on Trip: 2

Name of Person Attending: Tam Ormiston Working Title: Deputy Attorney General

Department: Justice - Attorney General Division/Bureau/Section: Main Office

Will this trip require an overnight stay outside of Iowa? No: ☐ Yes: ☒ (If No, you do not need this waiver)

City (Cities) Traveling To: Washington DC Dates of Travel: 3/6/11 - 3/9/11

Funding Source: ☒ Appropriated State: 100% ☐ Federal: % ☐ Other: % If Other, Specify:
(If the appropriated state funds is 0% - you do not need this waiver)

Total Projected Cost of Trip (Include Transportation, Mileage, Lodging, Meals, Registration, Parking, etc): \$2913.00

Does this Trip Require Executive Council Approval for Conference/Convention? No: ☒ Yes: ☐

If Yes, Have You Received Approval? No: ☐ Yes: ☐ If Yes, Date:

Reason for Travel Waiver (Select one)

☒ Fulfills statutorily required duties (Cite the specific statute) Continuing legal education credits towards maintaining law license

☐ Has potential to bring cost savings or enhanced revenues to the state (Cite the specific program that will receive the cost savings or enhanced revenues and provide an estimate of the saving or revenues attributable to the travel)

☐ Has a benefit or potential benefit which significantly outweighs the potential cost. See the current Executive Council Fact Sheet for qualifying criteria and provide that information on the lines below.

Department Director Signature: [Signature] Date: 3/29/11

This form must be signed by a department head or agency director. Email a PDF of the form to executivecouncil@iowa.gov

Additional information to assist you in completing this form. See Fact Sheet for more complete information.

- This waiver is required by HF45 from March 7 until June 30, 2011.
- If no overnight stay is required at a location out-of-state, the travel is considered incidental and no waiver form needs to be submitted.
- The Council meets each Monday at 10:00 a.m. Deadline for waiver is the previous Thursday at 12:00 noon.
- If your travel requires both Executive Council approval and the waiver justification due to a convention/conference, note that both processes must be completed separately. See Fact Sheet for further explanation.

Executive Council Approval
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JUL 05 2011

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Please answer all of the questions listed below.

Number of People on Trip: 1 **Contact E-mail:** LaTica.Watson@iwd.iowa.gov

Name of Person Attending: La-Tica Watson **Working Title:** Workforce Associate & President-Elect of Iowa IAWP Chapter

Department: Iowa Workforce Development Division/Bureau/Section: PROMISE Jobs

Will this trip require an overnight stay outside of Iowa? No: ☐ Yes: ☒ (If No, you do not need this waiver)

City (Cities) Traveling To: St. Louis, MO Dates of Travel: 6/24/2011 to 6/30/2011
(If after June 30, 2011 – you **DO NOT** need this waiver.)

Funding Source: ☐ Appropriated State: ____% ☐ Federal: ____% ☒ Other: 100% If Other, Specify: Shared by all IWD funding
(If the coding for the travel claim is appropriation 0000 - you DO NOT need this waiver.) Indirect Cost Rate

Total Projected Cost of Trip (Include Transportation, Mileage, Lodging, Meals, Registration, Parking, etc): \$1,187.25

Does this Trip Require Executive Council Approval for Conference/Convention? No: ☐ Yes: ☒

If Yes, Have You Received Approval? No: ☒ Yes: ☐ If Yes, Date: _____

Reason for Travel Waiver (Select one)

- ☐ Fulfills statutorily required duties. (Cite the specific statute.) _____
- ☐ Has potential to bring cost savings or enhanced revenues to the state. (Cite the specific program that will receive the cost savings or enhanced revenues and provide an estimate of the saving or revenues attributable to the travel.) _____
- X Has a benefit or potential benefit which significantly outweighs the potential cost. See the current Executive Council Fact Sheet for qualifying criteria and provide that information on the lines below. (If nonrefundable ticket is the justification, date of purchase is required.)

This travel is to attend the annual International Association of Workforce Professional (IAWP) education and training conference on Workforce Development Systems subject matter, and promote professionalism in support of IWD Employment, Unemployment and related programs, Administrators and their Agencies.

Department Director Signature: Edward T. Wallace Date: 6-17-11

Department Director Printed Name: Edward T. WALLACE - Deputy Director

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